



U.S. Department of Justice

Federal Bureau of Prisons

Mid-Atlantic Regional Office

Baltimore Residential Reentry Office
302 Sentinel Drive, Suite 200
Annapolis Junction, MD 20701

July 23, 2012

Montgomery County Pre-Release Center
ATTN: Stefan LoBuglio, Director
11651 Nebel Street
Rockville, MD 20852

RE: Full Monitoring Inspection
July 18-19, 2012
Contract No: IGA-80-810

Dear Mr. LoBuglio:

The purpose of this letter is to inform you of the results from the Full Monitoring conducted July 18-19, 2012, at your Residential Reentry Center (RRC) in Rockville, MD. The monitoring was conducted by Rebecca B. Johnson, RRM; Carolyn Dunson, Linda Moore and Kirk Jones, RRCOS, from the Baltimore RRM Office.

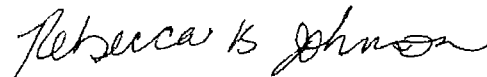
During the monitoring Ms. Johnson, Ms. Dunson, Ms. Moore and Mr. Jones reviewed accountability procedures, the resident employment program, case management programs, counseling notes, drug testing procedures, community relations, life safety, and facility sanitation. Social climate interviews were conducted with several federal residents and staff. Residents also completed Food Service Surveys.

Although there were no deficient findings, two areas of concern were noted by Ms. Dunson. They are discussed in greater detail on the attached page of this report. There were three areas of strength recognized by the monitoring team as being very good. The first area is the good resident employment rate of employment of 74%. The second area is the new implementation of residents' cell phone usage for accountability and communication with potential employers and family members. The final area is the collection of subsistence payments in addition to residents automatically saving 10% of their earnings once they become employed.

Montgomery County Pre-Release Center
Full Monitoring Inspection
July 18-19, 2012
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I would like to thank you and your staff for the cooperation Ms. Dunson, Ms. Johnson, Ms. Moore and Mr. Jones received throughout the course of this monitoring. As areas of concern do not require a written response, the Full Monitoring conducted on July 18-19, 2012, is officially closed. If you have any questions or require any additional information please do not hesitate to contact me at (301) 317-3176, or Carolyn Dunson, RRCOS, at (301) 317-3174.

Sincerely,

A handwritten signature in cursive script that reads "Rebecca B. Johnson".

Rebecca B. Johnson
Residential Reentry Manager

cc: Clay B. Kiser, RRRA, Mid-Atlantic Region
Kenneth Johnson, MCA, Mid-Atlantic Region
Linda Townsel, CO, Bureau of Prisons Central Office
Deborah Mann, CCA, Bureau of Prisons Central Office



**FEDERAL BUREAU OF PRISONS
COMMUNITY CORRECTIONS CENTER
FULL MONITORING RESULTS**

1. **CONTRACTOR NAME:** Montgomery County
2. **DATE AND TYPE OF LAST MONITORING:** May 23, 2012 Interim
3. **FACILITY:**
NAME: Montgomery County Pre-Release Center
CONTRACT NUMBER: IGA-80-810
LOC CODE: 2AF
TYPE USE: Moderate
EXPIRATION DATE: 05-31-2013
DIRECTOR: Stefan LoBuglio
ADDRESS: 11651 Nebel Street
Rockville, MD 20852

BED CAPACITY FOR FEDERAL OFFENDERS: QUOTA: 30 MAX CAP.: 38
AVERAGE ADP LAST SIX MONTHS: 503 mandays / 22 inmates
AVERAGE H/C ADP LAST SIX MONTHS: 71 mandays/5 inmates
AVERAGE H/C PERCENTAGE: 12%

4. CURRENT POPULATION:

TOTAL 23 BOP 23 USPO 2 PRETRIAL 0 NON-FEDERAL 127
BOP MALES 22 BOP FEMALES 1 H/D 4 (4 male)

Other agencies this contractor performs services for are: U. S. Probation Office, District of Maryland; Montgomery County Department of Corrections; and Maryland Department of Corrections

5. **Inspection Team:** (Name & Job Title): Rebecca Johnson, RRM; Carolyn Dunson, RRCOS; Kirk Jones, RRCOS; and Linda Moore, RRCOS

6. **Prepared by:** Carolyn Dunson, RRCOS Date: 07/23/12 Carolyn Dunson

Reviewed by: Rebecca B. Johnson, RRM Date: 07/23/12 Rebecca B Johnson

Note: This instrument requires "working papers" which clearly support how the findings in each area were determined. Attach additional sheets as necessary for Discussion/Findings.

7.

ACTIVITY SUMMARY

At a minimum, record the review team's specific date(s) and time(s) of arrival to and departure from the facility. Feel free to add additional information relevant to the inspection team's activities.

At the first full monitoring of a new contract, each section of this form must thoroughly document how well the contractor is performing. In subsequent monitorings, if they have previously met and are still in full compliance, state this and reference the monitoring date that determined full compliance.

Deficiencies will be addressed under the appropriate category and will list a time frame for corrections and response. This form will be typed.

<u>Team Member Name</u>	<u>Arrival Date/Time</u>	<u>Departure Date/Time</u>
Carolyn Dunson	07/18/12 @ 08:30 a.m.	07/18/12 @ 3:30 p.m.
Rebecca Johnson	07/18/12 @ 08:30 a.m.	07/18/12 @ 3:30 p.m.
Linda Moore	07/18/12 @ 08:30 a.m.	07/18/12 @ 3:30 p.m.
Kirk Jones	07/18/12 @ 08:30 a.m.	07/18/12 @ 3:30 p.m.
Carolyn Dunson	07/19/12 @ 08:30 a.m.	07/19/12 @ 11:30 a.m.
Kirk Johnson	07/19/12 @ 08:30 a.m.	07/19/12 @ 11:30 a.m.

8. Additional Information Relative to Team's Inspection Activity: None

9. ACCOUNTABILITY

The statement of work requires the contractor to maintain offender accountability 24 hours a day, 7 days a week. Briefly describe the accountability procedures in place to meet this requirement. Under each section, examples of pertinent procedures are listed. Your description should include, but not be limited to those procedures.

In the facility:

(Counts, assuring offenders adhere to curfew, sign in/out procedures and controlled access to the facility, etc.)

While in the facility, offenders are physically counted once during each shift by a Resident Supervisor staff member. Counts are documented in a daily log book. Counts are reported to the Montgomery County DOC daily. All offenders are required to punch in and out of the facility on a time clock. Offenders must have an authorized itinerary before leaving the facility. There are no concerns with offender accountability at the Montgomery County PRC.

While at work:

(Notifying the employer of the offender's legal status, verifying employment, random checks at place of employment (to include home confinement offenders), etc.)

Once an offender secures employment, the employer is informed of the offender's status as a federal inmate and the accountability requirements of the PRC. Job sites are visited within the first 14 days of an offender's employment. The Work Release Coordinator conducts most of the job checks and maintains accountability records for offenders at work. PRC staff contact offenders at work daily, once per shift, at random times for accountability. Offenders call the RRC when arriving and departing work.

On home confinement:

(Random on-site visits, daily facility contacts by the residents, residents reporting to facility for program plan revisions, treatment and/or testing when scheduled, etc.)

Montgomery County Pre-Release Center utilize in-house electronic monitoring and GPS devices to monitor offenders on home detention. Currently there are three federal offenders on home detention. During the past six months the PRC averaged 12% of all federal offenders in the home detention program. While on home detention offenders wear an electronic monitoring bracelet for accountability. There are no concerns with offender accountability on home confinement. Random on-site visits are conducted monthly at the offender's residence while on home detention. Staff call offenders on home detention at random times each shift. Offenders are required to call in when they leave and return home. Offenders report to the facility for programming and urine screening.

On social passes and authorized absences:

(Proper authorization of passes, eligibility determination, the time frames for starting and ending a pass, on-site verification of the requested pass location, random contacts made to the pass location, procedures to verify attendance at religious services, etc.)

All offender pass sites are inspected by either PRC staff or the U.S. Probation Office staff prior to an offender going there. Host/Sponsors are also required to be interviewed by PRC staff prior to offenders being allowed to take a pass to their residence. Offenders may take two hour passes to local stores to purchase toiletries and clothing items. They also may take recreation passes and passes to attend counseling in the community. Offenders are called three times per day once every eight hours at

random times while on home pass. This is documented on a pass card in the offender's file. Passes are properly authorized. Time frames for starting and ending passes are documented. All required information is contained on the pass form. Offenders attending church services are required to provide staff with a program/bulletin from each service they attend. This documentation is maintained in the offender's file. No deficiencies were noted in this area.

On employment search:

(Verifying resident itineraries, random contacts to possible employment sites, time frames granted for employment searches, etc.)

Prior to going on job interviews, offenders must complete an itinerary. All interviews must be approved by PRC staff and coordinated through the Work Release Coordinator. Offenders may only leave the PRC for the period needed to deliver resumes and applications to potential employers. Staff make random calls to verify signatures from prospective employers listed on the job search itineraries. On the day of the monitoring, resident Girouard #17728-014 was contacted by RRC staff while at his worksite. All policies and procedures were followed to locate the resident to ensure proper accountability.

NARRATIVE:

Provide a brief overview of the strengths and deficiencies of the overall accountability program. (This overview should explain how and why these procedures are strong or deficient and to what extent. This overview should be no longer than a paragraph [3-5 sentences].)

Accountability for offenders on all approved absences is strong at this facility. Documentation verified that offenders are properly accounted for while on pass, home detention, and at work. Home, pass, and job site visits are conducted in a timely manner. Eleven offender files were reviewed with no deficiencies noted in accountability. In addition, one resident was contacted by RRC staff phone while at work.

10. PROGRAMS

The contractor is responsible for assessing the needs of each offender and providing programs that will assist in their reentry into the community. What procedures are in place to accomplish these goals?

Intake:

(Offender assessments, physicals completed timely, required paperwork including fingerprints completed and submitted timely, etc. Was information solicited from the offender concerning his mental status, prescribed medications, and general health?)

All assessments, fingerprints, and other required paperwork are completed in a timely manner and submitted to the BOP as required. Information is solicited during intake regarding health concerns. Offenders are given an intake physical within two weeks of arrival. Documentation indicates that orientation is completed in a timely manner after the offender's arrival at the facility. Consent forms are completed in a timely manner. Arriving offenders are supplied with proper linens. Hygiene items are available if necessary.

Program Plans:

(Are program plans completed within the first two weeks of arrival, are they individualized, do they address the strengths and weaknesses of each offender, are the goals realistic and obtainable, are the offenders' signatures on the required documents, are residents meeting with counselors every two weeks, do the notes indicate progress or the lack thereof, do the notes contain all the required information listed on Attachment C, are they signed, etc.)

Individual Program Plans (IPP) are completed within the first two weeks of the offender's arrival. The IPP is individualized and addresses strengths and weaknesses of the offender. Plans set reasonable and obtainable goals for the offender. However, an outline of the specific strategies to be used to obtain goals were not clearly indicated. Plans are signed by the case manager and as a result of the new automated system residents were not signing the case notes. This was noted as an Area of Concern. Offenders meet with the case manager weekly to assess their progress toward their goals. Case notes also document progress and other important events. A review of offender files showed good interaction between offenders and their case managers in reviewing progress. The following files

were reviewed: Girouard 17728-014; Pisani 39494-037; Fenwick 38052-037; Johnson 26819-016; Mahan 44374-037; Mahar 50113-037; McCombs 31465-007; Phipps 04792-087; Sample 51167-037; Tillett 41182-037 and Yu 4791-083.

Employment/Assistance:

(Does the contractor have employment assistance resources, hold employment preparation seminars, conduct assessments of the offender's skill level to match with job placements, notifying the employer of the offender's legal status, verifying employment, random checks at place of employment, the success rate of the program, etc.)

Employer notifications are sent to the prospective employer prior to the offender's first work day. All employment is verified by an on-site visit within the first 14 days. The PRC does a good job assisting offenders with their employment needs. An employment log was used to document arrival dates, date of employment, employer notifications, and dates of on-site job visits. All attempts are made to place offenders in jobs in accordance with their acquired skills. Job seminars are conducted and Work Release Coordinators assist offenders with job leads. There is a computer area where computers are available for offenders to search for employment leads, fill out applications, and prepare resumes. Unemployed offenders are required to attend a "Monday morning meeting" to discuss their progress in finding work.

Life Skills/Specialized Programs:

(Parenting class, financial management, mental health, counseling, gender and cultural specific programming, etc.)

Offenders at the PRC are able to participate in a variety of life skills and counseling programs. The PRC offers GED classes which are mandatory for offenders without their GED or high school diploma. The PRC has a Career Resource Center on-grounds with ten computer stations which offer offenders access to the internet and other software. Basic computer literacy classes are offered to offenders. A three day class, "Tools for Change", is offered. The PRC offers mentoring to offenders through the Welcome Home program. Parenting, relationships, wellness and financial management classes are also offered. Offenders requiring mental health counseling are referred to Counseling Plus for an initial assessment. A Montgomery County Mental Health services psychologist visits the facility twice per week for medication management and mental health counseling referrals. Volunteers are often used to assist with Montgomery County programs.

Drug/Alcohol Treatment:

(Does the substance abuse counselor meet the minimum qualifications, are the offenders receiving the required amount of counseling and testing, urine surveillance procedures and requirements, alcohol testing procedures, TDAT participation, etc.)

Offenders with substance abuse problems are required to attend drug and alcohol counseling. RDAP graduates must attend weekly group and individual counseling with the RDAP provider, Counseling Plus. Other offenders who require drug treatment must pay for their own sessions in the community. Sessions must be at least one half hour per week. Offenders requiring drug testing are receiving urine tests as mandated. Drug test samples are sent daily to a lab in Montgomery County (Health & Human Services). There is an in-house NA meeting once per week. A volunteer group conducts a relapse prevention group weekly. Offenders also attend AA/NA meetings in the community. All offenders returning to the facility from work or passes are subject to alcohol testing via breathalyzer. Offenders are also given random breathalyzer tests while in the facility. Offenders are also tested for alcohol and drug use while they are in the home detention component of the program.

Resources:

(Can they demonstrate that a viable community network of resources and services exists, how was the network developed and maintained, do the resources cater to each offender's needs, what is the strength of the network and referral procedures, are mental health resources available, etc.)

The PRC has a viable network of resources throughout the county which they utilize to assist offenders with their needs. This network has been developed and maintained over many years of the PRC's interaction with the community. The resource network is strong and diverse, and includes mental health resources.

Release Preparation:

(Does the contractor have a residence development program, is the release plan prepared within the required time period and include all pertinent documents, are release documents submitted timely, etc.)

Release planning is done throughout the offender's stay at the RRC and through weekly counseling. The PRC files a release plan to the USPO prior to placing an offender on home detention. Release documents are submitted to the BOP in a timely fashion. ~~Terminal reports are not being submitted in a timely manner following the offender's release from the RRC. This was noted as an Area of Concern.~~

Food Services:

(Menu certification, maintaining a registered dietician, providing meals for offenders who work odd hours or who have special diets, those preparing food have a food handler's license, are they following the current USDA Food Code and SOW requirements, etc.)

The food service operation at the PRC is run by Montgomery County staff. The menu is certified by a registered dietician. The food being served matched what was on the menu. The facility serves three meals a day and provides bag lunches as needed. There are special diets available for offenders with religious and medical dietary needs. The food service and food storage areas were clean. The refrigerator/freezer and stove areas were clean and serviceable. All extinguishing devices in the kitchen had been recently inspected. The last inspection by the Health Department was on December 21, 2011, with all areas in compliance.

Medical Services:

(Are physicals being conducted in a timely manner, what policies and procedures are in place for the control and dispensing of medication, comply with SOW requirements, etc.)

The PRC has a Registered Nurse at the facility five days a week and on call on weekends. Sick call is held at the PRC every evening. All controlled medication is kept in a secure locker in the housing unit and distributed by the Resident Supervisor. All controlled medication is documented when distributed. Physicals are conducted in a timely manner. Offenders are asked to secure their own health care once they become employed. Med-19 and BEMR forms are maintained in offender files for information purposes.

Discipline:

(Has there been any deviations from the discipline procedures and policies established by the Bureau, check with DHO to determine quality of reports, are they using informal resolutions whenever possible, do they use progressive discipline when appropriate, etc.)

There have been no deviations from established disciplinary procedures. PRC staff utilize informal resolution and progressive discipline appropriately. CDC hearings are held in accordance with policy.

NARRATIVE:

Provide a brief overview of the strengths and deficiencies of the programs overall. (This overview should explain how and why these procedures are strong or deficient and to what extent. This overview should be no longer than a paragraph [3-5 sentences].)

There were no deficiencies found in the area of programs. Drug and alcohol testing programs are well documented. There were no missed drug tests during the period reviewed. Medication is being properly distributed as required. Incident reports are accurately written. A review of offender files showed realistic IPPs, follow-up on goals, and good interaction between the offender and their case manager.

11. COMMUNITY RELATIONS:

Establishing a positive relationship with the community is an important asset within community corrections. What procedures are in place to facilitate education and interaction within the local community? Has the contractor established a Community Relations Board, if so, briefly describe the organizational structure and contributions to the program.

Community Outreach Programs:

(Open houses, circulate newsletters, proof of a CRAB, who attends the meetings and who are the members, what agenda items are discussed, etc.)

The PRC has a CRAB which meets quarterly. It is made up of a cross section of the community, including government representatives. These CRAB meetings are well attended and demonstrate the partnership created between the PRC and the community. A typical agenda includes the PRC Chief's report, discussion of initiatives and programs, resident guest speakers, and other topics related to an offender's reintegration. Minutes from the CRAB meetings are sent to the RRM office.

Use of Volunteers:

(How many volunteers, what work do they perform at the facility, have they been cleared by the CCM, etc.)

The PRC utilizes a number of volunteers to assist with resume writing classes, tutoring, mentoring, and Bible studies. Volunteers also provide administrative support. Volunteers are supervised by PRC staff during their interactions with offenders.

Community Service:

(Offender volunteer services, what projects have the offenders participated in, etc)

Offenders volunteer in a number of community service activities. They volunteer both in the community and at the PRC. Offenders have volunteered on clean-up projects in the community.

NARRATIVE:

Provide a brief overview of the strengths and deficiencies of the overall community relations program. (This overview should explain how and why these procedures are strong or deficient and to what extent. This overview should be no longer than a paragraph [3-5 sentences].)

The PRC has established a strong community relations program. The CRAB meetings are well attended and facilitate opportunities for offenders. Volunteers are well utilized to assist offenders. Offenders also volunteer regularly in the community. There were no deficiencies in this area.

12. SITE VALIDITY AND SUITABILITY

Does the contractor comply with all applicable local, state, national health, safety, environmental laws, regulations, Executive Orders, and building codes? Are there any new areas of public concern within a ½ mile radius?

Facility Physical Requirements:

(Conforms to all applicable building codes, are there any public concerns (within a half mile radius of the facility, are there any new schools, daycare centers, or other establishments that would cause the public to be concerned about the location near a CCC) does the facility still meet required NFPA/NEC/OSHA codes, have any major structural changes been made since last monitoring, if so, explain the nature of change and if it effected zoning, occupancy and/or safety requirements, etc.)

The facility conforms to all applicable building codes and no new public concerns within a half mile radius have been noted. The facility has enough space to house the current population. The PRC meets all required NFPA/NEC/OSHA codes. There have been no structural change since the last monitoring. The facility is ACA accredited.

Life Safety:

(Fire drills, inspections, evacuation plans for any contingency, etc.)

Fire drills are conducted monthly on different shifts. Documentation was provided for fire drills. Evacuation plans for any contingency exist and emergency exit diagrams posted throughout the facility clearly show areas of safe refuge. The Montgomery County Fire Code Enforcement Section conducted an inspection on February 17, 2011, and found the facility met all applicable fire codes. HK Fire Protection, Inc. inspected all fire extinguishers on June 14, 2011. The fire alarm panel, sprinkler system, pull station, smoke detectors, and heat detector were inspected by EAI Security Systems, Inc. on June 27, 2011. There were no deficiencies in Life Safety.

Sanitation Plan:

(Is there proof of a sanitation plan, how well is it followed, how is the overall cleanliness of the facility inside, outside, and the surrounding areas, etc.)

Daily sanitation inspection reports were provided by the PRC to demonstrate the day to day implementation of their sanitation plan. During the monitoring sanitation in the facility was average good. Offender rooms were partially clean, trash cans were not emptied and bathrooms require tile replacement, repair of exhaust fans and shower ceilings need to be plastered and painted. Resident Supervisors inspect offender rooms daily and provide an inspection slip to each offender providing feedback on their findings and any corrective action needed. Common areas were clean. Pest control services are provided by AB&B Termite & Pest Control.

NARRATIVE:

Provide a brief overview of the strengths and deficiencies of the overall condition of the facility. (This overview should explain how and why these procedures are strong or deficient and to what extent. This overview should be no longer than a paragraph [3-5 sentences].)

The overall condition of the facility is average. Rooms were partially clean and repairs are required in the bathrooms and windows in the sleeping areas. There were no deficiencies noted in this area.

13. PERSONNEL

Adequate and qualified personnel are essential in operating a Bureau contract facility. How effective had the contractor been in ensuring recruitment, training and retention of sufficient staff is accomplished? What tracking methods are in place to ensure staff are receiving and signing for integrity guidelines? Have there been patterns or unresolved integrity issues identified?

Staffing Pattern:

(Are staff accessible to offenders 24hrs a day, the correct staff to offender ratio, all key positions are filled, etc.)

Staff are accessible to offenders 24 hours per day. The facility maintains the correct staff to offender ratio. There are no concerns with the staffing of the facility.

Staff Qualifications:

(Proper reference checking conducted, obtained CCM approval prior to hiring, personnel files contain all required documentation, yearly evaluations are conducted, does contractor have a probationary period for employees, etc.)

This area is not applicable as this is an IGA, with the PRC staffed by Montgomery County employees.

Training:

(Orientation for new staff, annual training, attendance at BOP training, CPR training, etc.)

Staff at the PRC receive 40 hours of mandatory training from Montgomery County. They also must complete an additional eighteen hours of training annually. PRC staff have attended training at the Baltimore RRM Office as required.

Code of Conduct/Integrity:

(Proof of staff signatures indicating having received Code of Conduct, does the Code of conduct meet all SOW requirements, how is the importance of the Code of Conduct expressed to facility staff, were reported violations processed properly, etc)

There were no Code of Conduct violations reported since the last full monitoring.

Employee Recruitment and Retention Programs:

(How and where are vacant positions announced, what are their methods of recruitment, what fringe benefits are available to staff, are all staff properly qualified, discuss staff turnover, etc.)

This area is not applicable as this is an IGA. However, there are no concerns with employee retention.

NARRATIVE:

Provide a brief overview of the strengths and deficiencies of the staff overall. (This overview should explain how and why these procedures are strong or deficient and to what extent. This overview should be no longer than a paragraph [3-5 sentences].)

Montgomery County Pre-Release Center is a county run program. There are no concerns with their staff, the staff ratio at the facility, or the training staff received. There were no integrity issues reported over the past year.

14. COMMUNICATION

Communication between the contractor and the community corrections staff is vital. Does the contractor demonstrate good communication skills, both written and oral? Is the contractor responsive to bureau requests, concerns and needs? Does the contractor submit reports that contain all required documentation, are the reports well written and timely.

Reports and Records:

(Thoroughness of content, detailed, timely, professional appearance, organization of files, etc.)

The PRC responds to all BOP inquiries in a timely manner. Responses are accurate and contain appropriate detail. Incident reports are reported accurately and timely. Files and compliance documents are orderly and organized, making them easy to review. Referral packets and acceptance letters are sent to the RRM Office in a timely manner.

Billing:

(Timeliness, accuracy, permission received for outside medical treatment, proper subsistence documentation is submitted, etc.)

Billing is timely and accurate. The PRC goes through proper channels for outside medical treatment. Proper subsistence documentation is requested through the RRM office and maintained in offender files.

Responding to Technical Direction:

(Level of responsiveness and compliance, etc.)

The PRC is very responsive and compliant in responding to technical direction given by the BOP. They respond to all monitoring or technical reports from the RRM office in a timely manner.

Interactions with USMS and USPO:

(Ability to develop and maintain positive working relationships, etc.)

The PRC has a positive working relationship with the local office of U.S. Probation, as well as the local U.S. Marshal's office.

Quality Control Program:

(Provide a brief explanation of the quality control program in place, does it meet all SOW requirements, is it viable and well maintained, are the required number of audits conducted, etc.)

The PRC is a county run entity. The IGA between the BOP and Montgomery County does not require a Quality Control Program.

NARRATIVE:

Provide a brief overview of the strengths and deficiencies of the contractor communication practices. (This overview should explain how and why these procedures are strong or deficient and to what extent. This overview should be no longer than a paragraph [3-5 sentences].)

There are no deficiencies in the area of Communication. The PRC communicates extremely well with the RRM office as well as other BOP institutions. They have positive working relationships with U.S. Probation and U.S. Marshal staff.



U.S. Department of Justice

Federal Bureau of Prisons

Baltimore Community Corrections Office

302 Sentinel Drive, Suite 200
Annapolis Junction, MD 20701

June 19, 2012

Montgomery County Pre-Release Center
ATTN: Stefan LoBuglio, Division Chief
11651 Nebel Street
Rockville, MD 20852

RE: Upcoming Full Monitoring Inspection
July 17-19, 2012
Contract No: IGA-808-10 (2AF)

Dear Mr. LoBuglio:

This letter is to inform you that we plan to conduct our annual Full Monitoring inspection of the Montgomery County Pre-Release Center on July 17 - 19, 2012.

During this monitoring, we intend to review all program areas pertaining to Federal residents. We will review accountability procedures, case management programs, counseling notes, resident employment, community relations, staff responsiveness, life safety, and sanitation. We intend to review at least 25% of the resident files. Social climate surveys with Federal residents will also be conducted during the monitoring. A written report listing any deficiencies or areas of concern will be forwarded to you within ten working days of the monitoring. You will be required to respond in writing to any deficiencies noted in the report.

I am providing you with a copy of our monitoring instrument. Also, please have ready at the start of the monitoring all of the documents listed on the attached page.

If you have any further questions or this date is inconvenient, please contact Carolyn D. Dunson at (301) 317-3174. Thank you for your time and consideration.

Sincerely,

A handwritten signature in cursive script, appearing to read "Rebecca Johnson", is written over the typed name.

Rebecca Johnson, RRM
Baltimore CCM Office

A large, stylized handwritten mark or signature, possibly a "B" or a similar letter, is written vertically on the left side of the page.

Re: Contract # IGA-808-10 (2AF)

Please have copies of the following items ready for the upcoming Full Monitoring scheduled for July 17-19, 2012.

1. **Most recent Fire Marshal Inspection Report.**
2. **Most recent Health Department Inspection of your food service operation.**
3. **Pest control contract**
4. **Fire extinguisher service bills that indicate inspections are being conducted quarterly**
5. **Copy of food service menu signed by a certified dietician.**
6. **Copies of Fire Alarm System, Sprinkler System and Emergency Light inspections**
7. **Copies of three most recent fire drills conducted on site.**
8. **Copies of sanitation inspections, conducted by RRC staff (2 weeks).**
9. **Copy of agreement with local hospital indicating emergency medical service.**
10. **Current copies of Certificate of Occupancy.**
11. **Copy of current staff roster with position title and the date of employment.**

Thank you for your cooperation in this matter. If you have any questions feel free to contact Carolyn D. Dunson on (301) 317-3174.



FEDERAL BUREAU OF PRISONS
COMMUNITY CORRECTIONS CENTER
FULL MONITORING RESULTS

1. CONTRACTOR NAME: _____

2. DATE AND TYPE OF LAST MONITORING: _____

3. **FACILITY:**

NAME: _____

CONTRACT NUMBER: _____ EXPIRATION DATE: _____

ADDRESS: _____

LOC CODE ____ TYPE USE: MAJOR ____ MODERATE ____ MINOR ____

DIRECTOR: _____

BED CAPACITY FOR FEDERAL OFFENDERS: QUOTA ____ MAX CAP. ____

AVERAGE ADP LAST SIX MONTHS _____

AVERAGE H/C ADP LAST SIX MONTHS: _____

AVERAGE H/C PERCENTAGE: _____

4. **CURRENT POPULATION:**

TOTAL _____

BOP _____

USPO _____

PRETRIAL _____

NON-FEDERAL _____

BOP MALES _____ BOP FEMALES _____

Other agencies this contractor performs services for are: _____

5. Inspection Team: (Name & Job Title) _____

6. Prepared by: _____ Date: _____ Reviewed by: _____ Date: _____
(Name & Job Title) (Name & Job Title)

Note: This instrument requires "working papers" which clearly support how the findings in each area were determined. Attach additional sheets as necessary for Discussion/Findings.

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ACTIVITY SUMMARY

At a minimum, record the review team's specific date(s) and time(s) of arrival to and departure from the facility. Feel free to add additional information relevant to the inspection team's activities.

At the first full monitoring of a new contract, each section of this form must thoroughly document how well the contractor is performing. In subsequent monitorings, if they have previously met and are still in full compliance, state this and reference the monitoring date that determined full compliance.

Deficiencies will be addressed under the appropriate category and will list a time frame for corrections and response. This form will be typed.

Team Member Name	Arrival Date/Time	Departure Date/Time

8. Additional Information Relative to Team's Inspection Activity: _____

9. ACCOUNTABILITY

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limited to those procedures.

In the facility:

(Counts, assuring offenders adhere to curfew, sign in/out procedures and controlled access to the facility, etc.)

While at work:

(Notifying the employer of the offender's legal status, verifying employment, random checks at place of employment (to include home confinement offenders), etc.)

On home confinement:

(Random on-site visits, daily facility contacts by the residents, residents reporting to facility for program plan revisions, treatment and/or testing when scheduled, etc.)

On social passes and authorized absences:

(Proper authorization of passes, eligibility determination, the time frames for starting and ending a pass, on-site verification of the requested pass location, random contacts made to the pass location, procedures to verify attendance at religious services, etc.)

On employment search:

(Verifying resident itineraries, random contacts to possible employment sites, time frames granted for employment searches, etc.)

NARRATIVE:

Provide a brief overview of the strengths and deficiencies of the overall accountability program. (This overview should explain how and why these procedures are strong or deficient and to what extent. This overview should be no longer than a paragraph [3-5 sentences].)

10. PROGRAMS

The contractor is responsible for assessing the needs of each offender and providing programs that will assist in their reentry into the community. What procedures are in place to accomplish these goals?

Intake:

(Offender assessments, physicals completed timely, required paperwork including fingerprints completed and submitted timely, etc. Was information solicited from the offender concerning his mental status, prescribed medications, and general health?)

Program Plans:

(Are programs plans completed within the first two weeks of arrival, are they individualized, do they address the strengths and weaknesses of each offender, are the goals realistic and obtainable, are the offenders' signatures on the required documents, are residents meeting with counselors every two weeks, do the notes indicate progress or the lack thereof, do the notes contain all the required information listed on Attachment C, are they signed, etc.)

Employment/Assistance:

(Does the contractor have employment assistance resources, hold employment preparation seminars, conduct assessments of the offender's skill level to match with job placements, notifying the employer of the offender's legal status, verifying employment, random checks at place of employment, the success rate of the program, etc.)

Life Skills/Specialized Programs:

(Parenting class, financial management, mental health, counseling, gender and cultural specific programming, etc.)

Drug/Alcohol Treatment:

(Does the substance abuse counselor meet the minimum qualifications, are the offenders receiving the required amount of counseling and testing, urine surveillance procedures and requirements, alcohol testing procedures, TDAT participation, etc.)

Resources:

(Can they demonstrate that a viable community network of resources and services exists, how was the network developed and maintained, do the resources cater to each offender's needs, what is the strength of the network and referral procedures, are mental health resources available, etc.)

Release Preparation:

(Does the contractor have a residence development program, is the release plan prepared within the required time period and include all pertinent documents, are release documents submitted timely, etc.)

Food Services:

(Menu certification, maintaining a registered dietician, providing meals for offenders who work odd hours or who have special diets, those preparing food have a food handler's license, are they following the current USDA Food Code and SOW requirements, etc.)

Medical Services:

(Are physicals being conducted in a timely manner, what policies and procedures are in place for the control and dispensing of medication, comply with SOW requirements, etc.)

Discipline:

(Has there been any deviations from the discipline procedures and policies established by the Bureau, check with DHO to determine quality of reports, are they using informal resolutions whenever possible, do they use progressive discipline when appropriate, etc.)

NARRATIVE:

Provide a brief overview of the strengths and deficiencies of the programs overall. (This overview should explain how and why these procedures are strong or deficient and to what extent. This overview should be no longer than a paragraph [3-5 sentences].)

11. COMMUNITY RELATIONS:

Establishing a positive relationship with the community is an important asset within community corrections. What procedures are in place to facilitate education and interaction within the local community? Has the contractor established a Community Relations Board, if so, briefly describe the organizational structure and contributions to the program.

Facility Physical Requirements:

(Conforms to all applicable building codes, are there any public concerns (within a half mile radius of the facility, are there any new schools, daycare centers, or other establishments that would cause the public to be concerned about the location near a CCC) does the facility still meet required NFPA/NEC/OSHA codes, have any major structural changes been made since last monitoring, if so, explain the nature of change and if it effected zoning, occupancy and/or safety requirements, etc.)

Life Safety:

(Fire drills, inspections, evacuation plans for any contingency, etc.)

Sanitation Plan:

(Is there proof of a sanitation plan, how well is it followed, how is the overall cleanliness of the facility inside, outside, and the surrounding areas, etc.)

NARRATIVE:

Provide a brief overview of the strengths and deficiencies of the overall condition of the facility. (This overview should explain how and why these procedures are strong or deficient and to what extent. This overview should be no longer than a paragraph [3-5 sentences].)

13. PERSONNEL

Adequate and qualified personnel are essential in operating a Bureau contract facility. How effective had the contractor been in ensuring recruitment, training and retention of sufficient staff is

Community Outreach Programs:

(Open houses, circulate newsletters, proof of a CRAB, who attends the meetings and who are the members, what agenda items are discussed, etc.)

Use of Volunteers:

(How many volunteers, what work do they perform at the facility, have they been cleared by the CCM, etc.)

Community Service:

(Offender volunteer services, what projects have the offenders participated in, etc)

NARRATIVE:

Provide a brief overview of the strengths and deficiencies of the overall community relations program.

(This overview should explain how and why these procedures are strong or deficient and to what extent. This overview should be no longer than a paragraph [3-5 sentences].)

12. SITE VALIDITY AND SUITABILITY

Does the contractor comply with all applicable local, state, national health, safety, environmental laws, regulations, Executive Orders, and building codes? Are there any new areas of public concern within a ½ mile radius?

accomplished? What tracking methods are in place to ensure staff are receiving and signing for integrity guidelines? Have there been patterns or unresolved integrity issues identified?

Staffing Pattern:

(Are staff accessible to offenders 24hrs a day, the correct staff to offender ratio, all key position are filled, etc.)

Staff Qualifications:

(Proper reference checking conducted, obtained CCM approval prior to hiring, personnel files contain all required documentation, yearly evaluations are conducted, does contractor have a probationary period for employees, etc.)

Training:

(Orientation for new staff, annual training, attendance at BOP training, CPR training, etc.)

Code of Conduct/Integrity:

(Proof of staff signatures indicating having received Code of Conduct, does the Code of conduct meet all SOW requirements, how is the importance of the Code of Conduct expressed to facility staff, were reported violations processed properly, etc)

Employee Recruitment and Retention Programs:

(How and where are vacant positions announced, what are their methods of recruitment, what fringe benefits are available to staff, are all staff properly qualified, discuss staff turnover, etc.)

NARRATIVE:

Provide a brief overview of the strengths and deficiencies of the staff overall. (This overview should explain how and why these procedures are strong or deficient and to what extent. This overview should be no longer than a paragraph [3-5 sentences].)

14. COMMUNICATION

Communication between the contractor and the community corrections staff is vital. Does the contractor demonstrate good communication skills, both written and oral? Is the contractor responsive to bureau requests, concerns and needs? Does the contractor submit reports that contain all required documentation, are the reports well written and timely.